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30 DEC 1957

**MEMORANDUM FOR:** Deputy Comptroller

**FROM** : Chief, Technical Accounting Staff

**SUBJECT** : Common Employee Index Number

**REFERENCES** : (a) Memorandum from Deputy Comptroller to Chief, Management Staff, dated 12 July 1957, same subject.  
 (b) Memorandum from Chief, Business Machines Service, Management Staff, to Deputy Comptroller. (c) Memorandums Comptroller to Director, OS, Chief, Central Cover Division, and to Director, Office of Personnel, dated 2 December 1957, same subject.  
 (d) Memorandum from Director of Security to Comptroller dated 12 December 1957, same subject.  
 (e) Memorandum from Director of Personnel to Comptroller, dated 19 December 1957, same subject.

1. This memorandum contains a recommendation in paragraph 4 for the adoption of a common employee index number for employees paid from vouchered funds.

2. Reference (a) recommended that Management Staff evaluate the modified proposal for the adoption of a common employee index number and determine its feasibility for use within the Agency. The proposal was considered feasible by Management Staff as stated in Reference (b).

3. Reference (c) provided copies of References (a) and (b) to Central Cover Branch, Office of Security, and Office of Personnel for concurrence. Central Cover Branch indicated on a transmittal sheet that it had no objection to the proposal. The Office of Personnel concurred in the proposal (Reference (e)). However, the Office of Security stated an objection (Reference (d)) to the proposal as it pertained to the use of pseudonyms together with the common index number in correspondence, cables,

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etc. The objection would affect the intended use of the index number for staff employees paid from confidential funds. It would not affect use of the index number for staff employees paid from vouchered funds.

4. In view of the references cited and the need for making a change in employee index numbers in any event at this time for vouchered funds employees, it is recommended that the employee number assigned by the Office of Personnel be adopted as the index number for all employees paid from vouchered funds, and that this change in procedure be applicable beginning with the first salary payment to be made in calendar year 1958. This change contemplates development of a coordinated procedure with the Office of Personnel for assignment of employee numbers to all new employees and the use of the present Office of Personnel employee numbers for all personnel now on board who are paid from vouchered funds.

5. The utilization of this number by Finance Division will require resolving the question raised by Office of Security and determining modifications if any which might be necessary to the intended uses of the number. After general concurrence is given by the Office of Security for use of the index number as it applies to Finance Division payroll and accounting records, time will be required to study the details for actual installation of the system and to establish a date for its adoption. Therefore, a separate recommendation will be submitted when this becomes possible.

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Concurrences:

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Deputy Comptroller

1/30/57

Date

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2 JAN 1958

Date

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